

# **Division of Career and Technical Education**

## **CAREER PRACTICUM INSTRUCTOR MANUAL**



2021 - 2022

# Work-Based Learning

Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). WBL programs contain three key components: the alignment of classroom and workplace learning; application of academic, technical, and employability skills in a work setting; and support from classroom and worksite mentors ([cte.ed.gov/wbltoolkit/](http://cte.ed.gov/wbltoolkit/)).

The Division of Career and Technical Education offers four types of work-based learning opportunities:

1. Internship
2. Career Practicum
3. Youth Apprenticeship
4. Pre-Apprenticeship

Internship is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students will earn an industry recognized credential while in the program. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

Career Practicum is an unpaid work experience designed to assist students in grades 11 – 12 in their specific CTE career pathway where students earn an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Youth Apprenticeship must be a paid work experience designed to assist students in grades 11 - 12 in their specific CTE career pathway where students receive a paycheck through work while earning an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. **This course is eligible for an employer tax credit.** The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Pre-Apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Department of Labor Apprenticeship (DOL) program and has a documented partnership with at least one, if not more, Registered DOL Apprenticeship Programs. It may be an unpaid or paid Pre-Apprenticeship. A student must be at least 16 years of age. This course is eligible for an employer tax credit, if paid. Completers of this program may be given special consideration for entry into a DOL apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements.

For any questions, call the Office of Career Readiness/Work-Based Learning at (501) 682-4834.

# Course Codes:

Course Name	Code	Course Name	Code
<i>Career Practicum - AG: Agriculture, Food, and Natural Resources</i>	490600	<i>Career Practicum - STEM: Health Science</i>	490700
<i>Career Practicum - Bus: Finance</i>	490610	<i>Career Practicum - STEM: Information Technology</i>	490710
<i>Career Practicum - Bus: Hospitality and Tourism</i>	490620	<i>Career Practicum - STEM: STEM Cluster</i>	490720
<i>Career Practicum - Bus: Management and Administration</i>	490630	<i>Career Practicum - T&amp;I: Architecture and Construction</i>	490730
<i>Career Practicum - Bus: Marketing Sales and Services</i>	490640	<i>Career Practicum - T&amp;I: Arts, Audio/Video Technology and Communications</i>	490740
<i>Career Practicum - Bus: Transportation, Distribution and Logistics</i>	490650	<i>Career Practicum - T&amp;I: Government and Public Administration</i>	490750
<i>Career Practicum - FCS: Education and Training</i>	490660	<i>Career Practicum - T&amp;I: Health Science</i>	490760
<i>Career Practicum - FCS: Hospitality and Tourism</i>	490670	<i>Career Practicum - T&amp;I: Law, Public Safety, Corrections and Security</i>	490770
<i>Career Practicum - FCS: Human Services</i>	490680	<i>Career Practicum – T&amp;I: Manufacturing</i>	490780
<i>Career Practicum - STEM: Architecture and Constructions</i>	490690	<i>Career Practicum - T&amp;I: Transportation, Distribution, and Logistics</i>	490790

## COURSE DESCRIPTION

This course is designed to assist students in their specific CTE career pathway areas and to help them successfully transition from school to career. The student must be in good academic standing and currently enrolled or have completed at least two courses in a chosen CTE career pathway area. It will be considered as an **elective course** in becoming a **completer**. Career Practicum is a worksite-learning option, designed for high school students, that includes a combination of classroom instruction and unpaid worksite training ending with an approved credential.

This course is a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). It requires high-quality supervised learning opportunities for students at the worksite and integrated learning in the classroom. This is an unpaid work experience. The student and Career Practicum teacher must develop a detailed training plan.

## ELIGIBILITY OF STUDENTS

The Career Practicum course is designed to serve students in grades 11 and 12 that are at least 16 years of age who are in good academic standing and have completed or currently completing at least **two** units in the required program of study. The Career Practicum course includes both classroom and worksite training instruction. **The students must be employed prior to enrolling in the class or at the end of the second week of school.** Students who **are not employed** by the end of the second week **must be withdrawn from the class**. Students receive guided classroom and guided worksite training instruction that is competency-based and incorporates academics and applied learning activities. Each classroom and worksite training competency a student successfully completes is documented and placed in a portfolio, which the student receives at the end of the course. The student is unpaid and this course must complete the program of study.

### Course Credits

Students can earn up to 4 credits, in a two year period. To earn 2 credits PER YEAR, a student will need 36 hours of classroom instruction (at least 1 hour per week) and 360 work hours (10 hours per week).

Hours of Classroom Instruction - Semester	Hours of Work Experience – Semester	Credits Earned
Minimum 18 hours	180 hours	1 credit
Minimum 36 hours	360 hours	2 credits
Minimum 54 hours	540 hours	3 credits
Minimum 72 hours	720 hours	4 credits

1 credit may be granted for an entire year for students that work 180 hours throughout the year and are in class at least 18 hours.

**Classroom hours** should include and should incorporate discussions about soft skills, employability skills, job seeking documents, industry recognized certificates, and individual portfolios.

**Hours of work experience** shall include hours worked weekly on the job site to meet the above required hours.

The Training Plan is the goals and expectations of the students at the worksite. It shall be completed by the Career Practicum teacher, student, and supervisor for each student and submitted to the Office of Career Readiness/Work-Based Learning annually.

## CLASSROOM AND WORKSITE EXPECTATIONS:

1. The work-based experience is aligned with the program of study by understanding the program requirements.
  - a. The CTE staff will clearly define roles and supervise the work-based learning experiences.
  - b. Evaluate qualities of effective employees, modeling positive job performance.
  - c. Analyze personal work ethics and soft skills needed in the workplace.
  - d. Identify behaviors essential to succeed in the workplace.
  - e. Provide meaningful interaction, communication, leadership, and team building skills.

- f. In order to develop a postsecondary plan, students will engage in reflection by documenting skills and knowledge learned at the worksite.
- g. Manage financial resources – paycheck, budgeting, credit accounts, and investing.

#### **PROGRAM OUTCOMES:**

1. Develop a partnership with industry to help prepare students for future careers.
2. Cultivate the benefits of having a positive verbal and non-verbal attitude.
3. Develop career attributes for students to be successful in the workplace.
4. Improve communication, leadership, and team building skills.
5. Be aware of all aspects of personal finance.

#### **ESSENTIAL ELEMENTS OF CAREER PRACTICUM TEACHER:**

1. Career Practicum shall be coordinated at the local level by at least one Career Practicum teacher who:
  - a. currently has a valid Arkansas teaching license; AND
  - b. is endorsed with the 412 licensure code

#### **CAREER PRACTICUM TEACHER SUPERVISION PERIOD REQUIRED**

1. One supervision period for 1-25 students
  2. Two supervision periods for 26-50 students
  3. Three supervision periods for 51 or more students.
- The conference/planning period may count as one of the three (3) supervision periods.

Examples of documents are included in the manual for your use.

#### **The following documents are required to be kept on file:**

1. Student Application Form
2. Recommendation Forms
3. Site Agreement
4. Student/Guardian Agreement
5. Student Training Plan – The goals and expectations of the student at the worksite. Example included.
6. Supervisor Evaluation Forms
7. Copy of Check stub
8. Career Practicum Placement Report
9. Career Practicum Accountability Report

#### **The following documents are required to be submitted to the Office of Career Readiness/Work-Based Learning:**

1. Student Training Plan – October 1
2. Career Practicum Placement Report – October 1 and January 15
3. Career Practicum Accountability Report – October 30, January 10, March 30, and May 20.

### **Frequently Asked Questions:**

#### **1. Why are there so many course codes?**

In an effort to comply with federal guidelines regarding programs of study, Arkansas CTE has established a Career Practicum course code for each of the National Career Clusters. Any student enrolled in a Career Practicum course will enroll in the course code that relates to the student's program of study and corresponding career cluster or pathway.

- 2. Can Career Practicum be offered at any of the Secondary Technical Centers in Arkansas?**  
No. Career Practicum must be offered at a school district level.
- 3. With each career cluster having a different course code, is it possible to have multiple codes assigned to one class period?**  
Yes. eSchool allows multiple course codes to be assigned to one class period (e.g., 3 students enrolled in 490230, 2 in 490360, and 9 in 490290).
- 4. Which course code do I use?**  
This is determined by the Program of Study your district offers in CTE. A student in a Construction Technology Program of Study would be enrolled in *Career Practicum – T&I: Architecture and Construction*. Construction Technology is a Program of Study within the Trade and Industry Office, and part of the Architecture and Construction national cluster.
- 5. How many worksite and classroom hours are required to earn 1 credit?**  
A student must have documented 180 worksite hours and 18 classroom hours to receive one credit.
- 6. What is the max number of credits that can be earned in the program?**  
The total number of credits that may be earned is four (4) over the course of a two-year period (2 credits per year according to the required hours on Page 3).
- 7. What time can a student be released or required to come to school that is in the program?**  
Arkansas Career and Technical Education staff have referred all inquiries to the ADE Commissioner's Memo number: COM-18-010 (08/14/2017) regarding Student Attendance and Distance Learning. Click link to review Commissioner's Memo [COM-18-010](#).

## Responsibility Guidelines

Student	<ul style="list-style-type: none"> <li>• Currently enrolled or completed at least two units in their chosen program of study.</li> <li>• Placement in a setting that relates to a chosen career pathway.</li> <li>• Academic standing of a least a 2.0 on a 4.0 scale.</li> <li>• Acceptable attendance record as determined by the school administration.</li> <li>• Recommendation forms and written recommendations from a counselor, a teacher in the student's career major area, and an academic teacher.</li> <li>• Complete Career Practicum application form.</li> <li>• Applicable Career Practicum Training Plan and certifications.</li> <li>• Complete and sign site agreement.</li> <li>• Provide transportation.</li> <li>• Complete and maintain Student Experience form.</li> <li>• Maximum length of enrollment in the Career Practicum program shall be two years.</li> <li>• Complete a portfolio.</li> <li>• Complete a self-evaluation in December and May.</li> </ul>
Career Practicum Teacher	<ul style="list-style-type: none"> <li>• Provide students with classroom instruction in curriculum that reinforces basic workplace skills and soft skills.</li> <li>• Establish local business partnerships.</li> <li>• Conduct public presentations to organizations to promote program.</li> <li>• Work with employers to develop a Career Practicum experience for students.</li> <li>• Assist students in job placement that reflects their program of study.</li> <li>• Applicable Career Practicum Training Plan and industry recognized certifications.</li> <li>• Complete and sign site agreement.</li> <li>• Visit potential sites before placing students with business or industry.</li> <li>• Conduct four visits (one per quarter) to student worksites and complete Site Visit Form.</li> <li>• Create and sign a site agreement.</li> <li>• Develop a contract between school and students.</li> <li>• Maintain the four evaluation and/or improvement plans for students: <ul style="list-style-type: none"> <li>• Mid-October, Mid-December, Mid-March, and Mid-May</li> </ul> </li> <li>• Submit Career Practicum Placement Report to the Office of Career Readiness/Work-Based Learning on October 1 and January 15.</li> <li>• Submit Career Practicum Accountability to the Office of Career Readiness/Work-Based Learning on October 30, January 10, March 30, and May 20.</li> </ul>
Training Site Supervisor	<ul style="list-style-type: none"> <li>• Meet with Career Practicum teacher to review standards of Career Practicum.</li> <li>• Provide safe conditions.</li> <li>• Complete and sign a site agreement.</li> <li>• Provide safety instructions to the student for all tasks and duties to be performed.</li> <li>• Meet and/or communicate with the Career Practicum teacher at periodic intervals to discuss the student's progress.</li> <li>• Mentor students in developing their job skills and knowledge.</li> <li>• Monitor student's attendance.</li> <li>• Complete evaluation and/or improvement plans for students: <ul style="list-style-type: none"> <li>• Mid-October, Mid-December, Mid-March, and Mid-May</li> </ul> </li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide Career Practicum teacher time for supervision according to Page 5.</li> <li>• Support and implement rules and regulations related to student release time and procedures.</li> </ul>
Parent/Guardian	<ul style="list-style-type: none"> <li>• Complete and sign site agreement.</li> </ul>

Student Signature: \_\_\_\_\_

# High School Career Practicum Program APPLICATION FORM (EXAMPLE)

*(Print Legibly in Blue or Black Ink)*

First Name:			Middle Name:			Last Name:		
Age:						Date of Birth:		
Address:			City:			State:		
Home Phone: (if available)						Cell Phone:		
Driver's License:						Access to Transportation:		
Sex: (circle one) Male      Female						Grade next Fall:		
Parent/Guardian Name:				Cell Phone: Work Phone: Address if different than above address:				

CTE Program Area: Check one	<ul style="list-style-type: none"> <li><input type="radio"/> AGRICULTURE</li> <li><input type="radio"/> BUSINESS AND MARKETING</li> <li><input type="radio"/> FAMILY AND CONSUMER SCIENCE</li> <li><input type="radio"/> STEM</li> <li><input type="radio"/> TRADE AND INDUSTRY</li> </ul>
Program of Study:	List the courses taken or currently enrolled, in the above area that you checked:

Please write one paragraph describing your career goals, why you are interested in the Career Practicum program, and the Career Practicum position that you are interested in working.

Do you have obligations next year that could interfere with your ability to work at least \_\_\_\_\_ hours daily in the Career Practicum program?    Yes ☐ No ☐



If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Absences this year:	Number of Tardies this Year	
Previous Work Experience:	Name of Business:	Full Time Part Time
Job Description:		
Are you currently employed?	If yes, where?	

**Applicant Questions:**

1. What do you expect to gain from this Career Practicum?
2. Do you prefer to work alone or in a team? Why?
3. Describe yourself in three words.

**Attach Resume**

I have read and completed this application. I understand that if I am selected to participate in this program, I will commit at least \_\_\_\_\_ hours per week outside of school to the program. I will provide my own transportation. I understand that I will be terminated from the program, as well as any related employment, if I fail to meet the Career Practicum requirements.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that if my son/daughter is selected to participate in the program, he/she will have to provide his/her own transportation and commit \_\_\_\_\_ hours of work each week to the program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SITE AGREEMENT

The following training agreement needs to be completed by the student, a parent or guardian of the student, worksite supervisor, and Career Practicum teacher.

### Training Site Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the Career Practicum teacher.
2. The student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements.
3. The employer will accept and assign students to jobs without discrimination based on race, color, national origin, gender, or handicap.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. The employer will supply safety orientation and procedures instruction pertaining to the training site.
6. Report a worksite related injury to the Youth Apprenticeship teacher immediately.
7. The employer/facility will provide an opportunity for the student to keep up to date with policy and new technology by notifying the school of changes in policy and technology.
8. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement; both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
9. It is the responsibility of the student, parent and the employer/facility to notify the Career Practicum teacher in writing of any accident that occurred while at the training site.

<b>Training Facility:</b>	
<b>Training Supervisor:</b>	<b>Contact Information:</b>
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Supervisor Signature: _____ Date: _____	

## INSTRUCTOR AGREEMENT

### School/Career Practicum Teacher Agreement

1. The Career Practicum teacher will visit and/or contact the training site supervisor four times (one per quarter) to assess the student learner, to discuss the student's progress, and find out what related instruction is needed.
2. The teacher will provide weekly instruction in the classroom.
3. The school assumes full responsibility for offering an accredited education program.
4. A student may be removed due to the lack of attendance.
5. Student will be given two weeks to obtain another job if the student quits, or the student will be removed from the program.
6. The instructor will plan the schedule and assist with assigning students to training sites.
7. Students and faculty will abide by existing rules and regulations of the Career Practicum program. The worksite supervisor and/or Career Practicum teacher may remove students immediately that are not following the guidelines of the Career Practicum program.

<b>Career Practicum Teacher Name:</b>	<b>Contact Information:</b>
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Career Practicum Teacher Signature: _____ Date: _____	

# STUDENT/GUARDIAN AGREEMENT

## Student Agreement:

Complete designated instructional time and curriculum while maintaining academic grades, attendance, and graduation requirements to progress to the Career Practicum experience.

1. Complete the designated minimum hours of supervised training at assigned worksite as directed by the school program.
2. Will have employment with the first two weeks of school or be removed from the program.
3. Maintain minimum dress standards determined by your worksite and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training worksite that are appropriate and within the training plan.
5. Contact the employer and Career Practicum teacher prior to their scheduled work time, if they will be absent from or tardy to the training facility for any reason.
6. Provide his/her own transportation to and from the worksite.
7. Be removed from the program if released from the worksite for a justified reason.
8. Given two weeks to obtain another job if the student quits, or the student will be removed from the program.
9. Remain at the worksite unless a request to transfer is approved by the Career Practicum teacher. All worksites must be approved by the Career Practicum teacher.
10. Attendances is of utmost importance. A student may be removed due to the lack of attendance.
11. Report a worksite related injury to the Career Practicum teacher immediately.
12. Follow the provisions of the state and federal child labor laws.
13. Students must follow all confidentiality rules of the training site.

**Student Name:**

**High School:**

**Parent or Guardian Name:**

**Parent or Guardian contact information:**

**Program Placement:**

*I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.*

Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_

*I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.*

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## Career Practicum Student Training Plan

<b>Student Name</b>		This should be completed with the teacher, supervisor, and student upon placement and can be used in guiding the evaluation process.	
<b>Career Practicum Position</b>			
<b>Employer/Host</b>			
<b>Supervisor Title</b>			
<b>E-mail</b>		<b>Phone Number</b>	

Career Clusters	<ul style="list-style-type: none"> <li>○ Agriculture, Food and Natural Resources (AG)</li> <li>○ Architecture and Construction (STEM)</li> <li>○ Architecture and Construction (T&amp;I)</li> <li>○ Arts, A/V Technology and Communications (T&amp;I)</li> <li>○ Business Management &amp; Administration (BUS)</li> <li>○ Education and Training (FCS)</li> <li>○ Government &amp; Public Administration (T&amp;I)</li> <li>○ Finance (BUS)</li> <li>○ Health Science (STEM)</li> <li>○ Health Science (T&amp;I)</li> <li>○ Hospitality and Tourism (BUS)</li> <li>○ Hospitality and Tourism (FCS)</li> <li>○ Human Services (FCS)</li> <li>○ Information Technology (STEM)</li> <li>○ Manufacturing (T&amp;I)</li> <li>○ Marketing, Sales, &amp; Service (BUS)</li> <li>○ Law, Public Safety, Corrections, &amp; Security (T&amp;I)</li> <li>○ STEM</li> <li>○ Transportation, Distribution, &amp; Logistics (T&amp;I)</li> <li>○ Transportation, Distribution, &amp; Logistics (BUS)</li> </ul>
List the <b>Program of Study</b> AND the <b>two courses in the previously taken or currently</b> enrolled that aligns to this Career Practicum placement.	POS: Previous Course(s) in POS:  Current Course(s) in POS:
Continuing Education Goals	<ul style="list-style-type: none"> <li>○ Business and Industry Training Program</li> <li>○ Two-year college</li> <li>○ Four-year college</li> <li>○ Branch of the military</li> <li>○ Apprenticeship</li> <li>○ Employment</li> </ul>
Continuing Education Goals	When:  Where:  Program:

## Continued Student Training Plan

<p>The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. <b>Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor</b></p>			
Goal #1	Uses a team approach to daily workplace expectations.		
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #2	Student attends work as scheduled and on time.		
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #3	Students has good communication skills.		
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #4	Uses constructive criticism to improve workplace performance.		
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #5	Student displays professional attributes to customers and coworkers.		
Ranking			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
	How will the standard be assessed by the teacher?	Teacher Initials	

## Continued Student Training Plan

<p>The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. <b>Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor</b></p>			
Goal #6	List specific skills for the job.		
Ranking			
What can I do at the work site to develop this skill?	How will the standard be assessed by the supervisor?	Supervisor Initials	
1.			
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #7	List specific skills for the job.		
Ranking			
What can I do at the work site to develop this skill?	How will the standard be assessed by the supervisor?	Supervisor Initials	
1.			
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #8	List specific skills for the job.		
Ranking			
What can I do at the work site to develop this skill?	How will the standard be assessed by the supervisor?	Supervisor Initials	
1.			
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #9	List specific skills for the job.		
Ranking			
What can I do at the work site to develop this skill?	How will the standard be assessed by the supervisor?	Supervisor Initials	
1.			
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #10	List specific skills for the job.		
Ranking			
What can I do at the work site to develop this skill?	How will the standard be assessed by the supervisor?	Supervisor Initials	
1.			
2.	How will the standard be assessed by the teacher?	Teacher Initials	

## Continued Student Training Plan Hazardous Equipment – Training Plan

Equipment	Use or purpose of equipment

### Required Signatures

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Practicum Teacher Name (Printed): \_\_\_\_\_

Career Practicum Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Career Practicum Student Training Plan

<b>Student Name</b>			
<b>Career Practicum Position</b>			
<b>Employer/Host</b>			
<b>Supervisor Title</b>			
<b>E-mail</b>		<b>Phone Number</b>	

Career Clusters	<ul style="list-style-type: none"> <li>○ Agriculture, Food and Natural Resources (AG)</li> <li>○ Architecture and Construction (STEM)</li> <li>○ Architecture and Construction (T&amp;I)</li> <li>○ Arts, A/V Technology and Communications (FCS)</li> <li>○ Arts, A/V Technology and Communications (T&amp;I)</li> <li>○ Business Management &amp; Administration (BUS)</li> <li>○ Education and Training (FCS)</li> <li>○ Government &amp; Public Administration (T&amp;I)</li> <li>○ Finance (BUS)</li> <li>○ Health Science (STEM)</li> <li>○ Health Science (T&amp;I)</li> <li>○ Hospitality and Tourism (BUS)</li> <li>○ Hospitality and Tourism (FCS)</li> <li>○ Human Services (FCS)</li> <li>○ Information Technology (STEM)</li> <li>○ Manufacturing (T&amp;I)</li> <li>○ Marketing, Sales, &amp; Service (BUS)</li> <li>○ Law, Public Safety, Corrections, &amp; Security (T&amp;I)</li> <li>○ STEM</li> <li>○ Transportation, Distribution, &amp; Logistics (T&amp;I)</li> <li>○ Transportation, Distribution, &amp; Logistics (BUS)</li> </ul>
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Continuing Education Goals	<ul style="list-style-type: none"> <li>○ Business and Industry Training Program</li> <li>○ Two-year college</li> <li>○ Four-year college</li> <li>○ Branch of the military</li> <li>○ Apprenticeship</li> <li>○ Employment</li> </ul>
Continuing Education Goals	When:  Where:  Program:



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The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. <b>Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor</b>			
Goal #1			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #2			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #3			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #4			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #5			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	

## Continued Student Training Plan

The student completes the following portion of the content standards based training plan in collaboration with the supervisor and teacher. Each standard should be related to the content of the chosen CTE career pathway. Standards from related course frameworks in the chosen program of student can be utilized. For each standard, please list methods to develop the skill at the worksite along with how the supervisor and teacher will assess the skill. Supervisors and teachers need to initial to approve. <b>Rank 4- Excellent; 3- Good; 2-Average; 1-Fair; 0-Poor</b>			
Goal #6			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #7			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #8			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #9			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	
Goal #10			
<b>Ranking</b>			
What can I do at the work site to develop this skill? 1.	How will the standard be assessed by the supervisor?	Supervisor Initials	
2.	How will the standard be assessed by the teacher?	Teacher Initials	

## Hazardous Equipment – Training Plan

Equipment	Use or purpose of equipment

### Required Signatures

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Practicum Teacher Name (Printed): \_\_\_\_\_

Career Practicum Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CAREER PRACTICUM PLACEMENT REPORT**

The report will be added to our website with a link to download.

This report must be sent to the Office of Career Readiness/Work-Based Learning on October 1 and January 15. On the January 15 tab at the bottom of the spreadsheet, only list additional students, dropped students, and any change in employer on the January 15 tab.

On the January 15 placement tab, list the previous year's seniors.

## **CAREER PRACTICUM ACCOUNTABILITY REPORT**

The report will be added to our website with a link to download.

This report must be sent to the Office of Career Readiness/Work-Based Learning by October 30, January 10, March 30, and May 20.

## High School Career Practicum Recommendation Form (EXAMPLE)

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

School \_\_\_\_\_

CTE Career Pathway Area \_\_\_\_\_

	Below Average	Average	Above Average	Excellent	No Basis for Judgment
Responsibility					
Attitude					
Effort					
Interpersonal Skills					
Personal Values and Ethics					

Please give reasons for your ratings and other comments indicating your estimation of this student's qualifications. Please attach this to your recommendation letter.

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### C O N F I D E N T I A L   I N F O R M A T I O N

**DO NOT GIVE BACK TO STUDENT---RETURN TO: \_\_\_\_\_ by:**

Attach to written recommendation letter.

Use school mail box or mail to:

Please check one:

\_\_\_\_\_ I **recommend** that the above student be accepted into the Career Practicum Program.  
 \_\_\_\_\_ I **do not recommend** that the above student be accepted into the Career Practicum Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Subject Taught or Relationship

\_\_\_\_\_  
Date

## Student Experience Form (Example)

Student Name		
Worksite Location		
Supervisor Name Contact Information		
Week 1	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 2	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 3	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 4	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 5	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 6	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 7	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Week 8	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 9	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Comments:

## Career Practicum Teacher Site Visit Record (Example)

Student's Name		Date and Time	
Site		Site Supervisor	
Contact Person (today's visit)			

Purpose of Visit: ☐ Student Observation ☐ Conference  
☐ Problem Resolution ☐ Other: \_\_\_\_\_

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

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General Observations:

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Student Conference/Comments:

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Worksite Supervisor Conference/Comments:

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Career Practicum Teacher Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



# TRAINING SITE SUPERVISOR EVALUATION REPORT (EXAMPLE)

Student Name \_\_\_\_\_ Completion Deadline \_\_\_\_\_

Employer Name \_\_\_\_\_ Training Supervisor \_\_\_\_\_

Grading Period \_\_\_\_\_ Career Practicum Teacher \_\_\_\_\_ Phone \_\_\_\_\_

Please indicate, on the scale from 1 to 10, your estimate of the student in each area. Omit any traits that do not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the student after it is completed.

## PERFORMANCE ON THE JOB:

Quality of Work		Speed		Care of Working Area		Job Learning	
10	Very accurate and thorough	10	Very Fast	10	Very clean and orderly	10	Learns exceptionally well
9		9		9		9	
8	Careful, rarely inadequate	8	Fast	8	Keeps area clean	8	Learns with ease
7		7		7		7	
6	Usually accurate	6	Average	6	Average	6	Learns adequately
5		5		5		5	
4	Careless	4	Slow	4	Careless	4	Learns with difficulty
3		3		3		3	
2	Makes many errors	2	Very Slow	2	Very untidy	2	Little or no learning
1		1		1		1	

  

Use of Working Time		Initiative		Use of Job Materials		Attendance	
10	Very busy	10	Self-motivated	10	Very careful	10	Always prompt and present when scheduled
9		9		9		9	
8	Busy	8	Needs little direction	8	Above average	8	Seldom off – valid reasons only
7		7		7		7	
6	Average	6	Performs as instructed	6	Acceptable	6	Absent occasionally
5		5		5		5	
4	Needs to improve	4	Not a self-starter	4	Careless	4	Above average absences
3		3		3		3	
2	Very wasteful	2	Must always be told what to do	2	Wasteful	2	Excessive absences
1		1		1		1	

## ATTITUDES TOWARD WORK

Attitude Toward Fellow Workers		Attitude Toward Superiors		Customer Contact	
10	Very cooperative and friendly	10	Very respectful, helpful, accepts criticism	10	Very courteous
9		9		9	
8	Cooperative and friendly	8	Respectful, helpful, accepts criticism	8	Pleasant and helpful
7		7		7	
6	Cooperative	6	Average	6	Average
5		5		5	
4	Has a negative attitude	4	Does not accept criticism	4	Needs improvement
3		3		3	
2	Unable to get along	2	Disrespectful	2	Discourteous
1		1		1	

  

Enthusiasm		Responsibility		Dress and Grooming	
10	Very eager to learn	10	Accepts readily and handles well	10	Always good
9		9		9	
8	Enjoys work	8	Accepts willingly	8	Most often good
7		7		7	
6	Average	6	Accepts	6	Occasionally poor
5		5		5	
4	Shows little interest in job	4	Needs to improve	4	Often poor and inappropriate
3		3		3	
2	Does not seem to like work	2	Unsatisfactory	2	Always inappropriate
1		1		1	

**SAMPLE**

## Training Site Supervisor Evaluation Report

☐ Internship
 ☐ Career Practicum
 ☐ Youth Apprenticeship
 ☐ Pre- Apprenticeship

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>Place of Employment:</b>	<b>Supervisor's Name:</b>
<b>Supervisor's Telephone #:</b>	<b>Evaluation Date:</b>

**Supervisor Responsibilities:** Please complete the table below, share the rating with the student; give the form to the teacher/Work-Based Learning Coordinator.

### Evaluation

**Scale:** 1 - Poor      2 – Needs Improvement      3 – Average      4 - Good      5 – Excellent

Attendance/Punctuality	1	2	3	4	5
Appropriate Dress	1	2	3	4	5
Attitude	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Following Directions	1	2	3	4	5
Cooperation	1	2	3	4	5
Adaptability/Flexibility	1	2	3	4	5
Teamwork with Co-workers	1	2	3	4	5
Time Management	1	2	3	4	5
Quality of Work	1	2	3	4	5
Quantity of Work	1	2	3	4	5

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/WBL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Program Portfolio Guidelines (EXAMPLE)

Students enrolled in Career Practicum Program must complete a portfolio (traditional or electronic). Suggested items to include which can be modified by teacher/coordinator:

<b>Cover Page</b>	This will be on the outside of your binder or first page.
<b>Table of Contents</b>	Do last.
<b>Philosophy Statement</b>	One page description of career philosophy.
<b>Five Year Goal Plan</b>	Five year goal plan should include educational, professional, and personal goals.
<b>Cover Letter</b>	Cover letter written with a purpose and in the correct format.
<b>Resume</b>	Detailed description of activities in the correct format.
<b>Reference list</b>	List at least 3 references that an employer may contact...no friends or relatives.
<b>High School Transcript</b>	All available grading periods included.
<b>Letters of Recommendation</b>	General letters of recommendation (2 to 3—these can be copies of letters that you may already have). Letters should be from a work supervisor, teacher, coach, etc.— <b>no family or friends</b> .
<b>Skills List</b>	Specialized classes, hardware/software skills, technical competencies, workshops completed, soft skills—be detailed.
<b>Career Practicum Evaluation reports</b>	The evaluations completed by supervisor and teacher/coordinator.
<b>Work Samples</b>	Include at least 2 exemplary work samples. Samples can include: pictures, narratives, examples of written work or projects.
<b>Academic Items</b>	Report card, essay, sample of graded work, etc.
<b>Community/Volunteer Service</b>	Document at least 10 hours of community service for the year. Include a typed narrative of these; example, church, clubs, organizations joined.
<b>Extra-curricular Activities</b>	Examples of relevant extra-curricular activities including leadership roles within the activities.
<b>CTSO experience</b>	Examples of membership and participation within a CTSO.
<b>Honors/Awards/Achievements</b>	Include a typed narrative about certifications, accomplishments, honors, etc.

## Portfolio Rubric

Category	Beginning Proficiency 1	Approaching Proficiency 2	Meets Proficiency 3	Exceeds Proficiency 4	Self-Score	Points Earned/Comments
<b>Cover Page</b>	Needs improvement	A little added design	Meets requirement	Well-designed with all parts		
<b>Table of Contents</b>	Missing multiple	Missing 2 items	Missing 1 item	Completely correct		
<b>Philosophy Statement</b>	An idea of career philosophy.	Description of career philosophy..	Clear description of career philosophy. Well written.	Well-developed description of career philosophy. Well written.		
<b>Five Year Goal Plan</b>	Includes some goals and some areas.	Includes five year plan but not all areas.	Includes five year plan for educational, professional, and personal goals.	Includes well-developed five year plan for educational, professional, and personal goals.		
<b>Cover Letter</b>	No clear purpose or lack of focus.	Clear purpose not focused on career area of interest.	Well- Developed Purpose, correct grammar and formatting.	Well-Developed Purpose, focused on career area of interest, correct grammar and formatting.		
<b>Resume</b>	Not all information included. Not formatted correctly.	Most information included. Minor formatting issues.	Correct information, detailed work and learning experiences, correct format.	Useful and correct information, detailed work and learning experiences, correct format.		
<b>Reference List</b>	Not complete	Missing 2	Missing 1	Completely correct		
<b>HS Transcript</b>	Not Included			Included and accurate		
<b>Letters of Recommendation</b>	Letters not from an appropriate source.	Only 1 letter included from appropriate source.	At least 2 letters included from appropriate references.	More than 2 letters included from appropriate references.		
<b>Skills List</b>	Few or not relevant skills included.	Some skills included related to career pathway.	Majority of skills related to career pathway.	Mastered skills related to career pathway.		
<b>Career Practicum Evaluation Reports</b>	No included	Less than 2 reports	At least 3 reports	More than 3 reports		
<b>Work Samples</b>	At least 1 work samples highlighting experience on the job. Include pictures and narratives when appropriate.	At least 2 work samples highlighting experience on the job. Include pictures and narratives when appropriate.	At least 2 exemplary work samples highlighting experience on the job. Include pictures and narratives when appropriate.	More than 2 exemplary samples highlighting career related experiences. Include pictures and narratives when appropriate.		

<b>Academic Items</b>	Include 1 academic item.	Include 2 academic items.	Include 3 academic items.	Include more than 3 academic items.		
<b>Community Service</b>	Examples of less than 5 hours of community service.	Examples of less than 10 hours of relevant community service.	Examples of at least 10 hours of relevant community service.	Include more than 10 hours of relevant community service.		
<b>Extra-curricular Activities</b>	1 or no examples of extra-curricular activities.	Examples of extra-curricular activities.	Examples of relevant extra-curricular activities.	Examples of relevant extra-curricular activities including leadership positions.		
<b>CTSO experience</b>	Not included.	Include summary of CTSO membership.	Include summary of CTSO membership and activities.	Include summary of CTSO membership, activities, projects, and leadership.		
<b>Honors/Awards/Achievements</b>	Not included.			Include summary about honors/awards /achievement.		